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TAS

ATTN : Director of Logistics
Supply Operations Branch

27 FEB 1956

Comptroller

*Property
Administration*

25X1

Adjustments to Property Issues Report

1. The Finance Division releases a monthly status of funds and property issues report to the various Agency components. The property issues portion of this report is printed from the EMI property issue cards.

2. Since this report is based upon punch cards maintained by the Machine Records Division for the Office of Logistics, it is proposed that the attached form be established for the use of the various allottees in advising the Office of Logistics to adjust its records when errors are detected in a report (i.e. incorrect allotment symbol, etc.) All resulting corrections in Logistics records would thereby be reflected in the Finance Division report. Proposed instructions and transmittal letter are also attached for your concurrence.

3. If you concur in this proposal, this Office will arrange for the forms to be printed and distributed with the related instructions as a joint issuance of the Office of Logistics and this Office.

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CLEAR:

Acting Director of Logistics

16 Mar. 56
Date

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TAS/EOH/ael 16 Feb. 1956

- Orig. & 1 - Addressee
- 1 - Comptroller
- 1 - TAS Subject Return ✓
- 1 - TAS Chrono
- 1 - TAS Reading

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TO : All Identifiable Allottees

SUBJECT : Adjustment Voucher for Correction of Property Issues
Entries on Allotment and Property Authorization Status
Report

REPORTER: (S tentative), Paragraph 4c

Attached hereto is an Adjustment Voucher form for correction of property issues entries on Allotment and Property Authorization Status Reports. When an error relating to property issues entries is detected on this report (i. e. incorrect allotment symbol, incorrect amount, etc.) the allottee budget officer will prepare the attached Adjustment Voucher form and forward it to the Supply Operations Branch, Office of Logistics to have the correction effected.

Supervisor

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Director of Logistics

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(When Filled In)

ADJUSTMENT VOUCHER [For Correction of Property Entries]				FD/IBM STATUS OF FUNDS REPORT PERIOD			
TO : OFFICE OF LOGISTICS, SUPPLY OPERATIONS BRANCH							
FROM: (Staff or Division)							
BRIEF EXPLANATION OF CORRECTIVE ACTION THAT SHOULD BE TAKEN IN THE ACCOUNTS AND BASIS FOR ACTION							
INCREASE OF Property Issues				DECREASE OF Property Issues			
ALLOTMENT SYMBOL	VOUCHER NO.		AMOUNT	ALLOTMENT SYMBOL	VOUCHER NO.		AMOUNT
<div style="text-align: center; font-size: 2em; transform: rotate(-45deg); opacity: 0.5;">SAMPLE</div>							
DATE PREPARED				PREPARED BY			

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 JUN
 20
 LAS